

MEMORANDUM FOR: Assistant to Executive Director-Comptroller

Ben:

As you requested, these are the Support Directorate reports submitted annually to the Executive Director-Comptroller or to the Director:

<u>Originator</u>	<u>Title</u>	<u>Due Date</u>
Finance	CIA Financial Report	1 December
Finance	Report on Shortage and Misuse of Funds	31 July
Finance	Report of Requests for Waiver of Claims for Erroneous Payments of Pay	31 July
Logistics	Contract Statistics Report	1 August
Personnel	Minority Study	30 June
Personnel	Married Couples Employed in CIA	15 December
Personnel	GS-12 and Above Female Employees in CIA	31 January
Personnel	Review of Consultant Requirements for FY ____	31 May
Training	Language Development Program	31 July
Training	Component Training	29 December
Training	Agency Officers Approved for Full-time Academic Training	28 September
Training	Review of Full-time Academic Training	(new - first report due 31 October '73)

EO-DD/S:LDP:es (28 Nov 72)

Distribution:

Orig - Adse

1 - ER

-1 - DD/S subject w/background

1 - DD/S chrono

STAT

Annual
Reports

to Exec Dir & DCI

1. Title
2. Due date

Need list by
Mar. 28 Noe

STAT

OL response to request
for list of Annual reports
for Ent Div and/or Div:

1. - Contract Statistics Report
- DUE ANNUALLY ON 1 AUG
(also done quarterly, but
annual report summarizes
for entire fiscal year) -

OMS - Negative

OC - NEGATIVE
OS - NEGATIVE
OF - ~~see memo~~ 3
OTR - ~~see memo~~ 4
OP - ~~see memo~~ 4